

# Zoom Tips

**These tips are for Zoom on Tablets, iPhone and Android apps.**

Once you have joined a Zoom meeting, you can control some details of the presentation and the way you interact with other participants. Here are some of the choices you will have.

- You can toggle the way you view the participants of the meeting between speaker view and gallery view.
  - To toggle between views, swipe left.
- There are buttons at bottom of the Zoom window. If you don't see them, move your cursor over the lower part of the screen and they will appear. Some of the options available:
  - The **end meeting** or **leave meeting** button is at the top right.
  - The **mute button** (which blocks audio from your site, for example the barking dog) is done by hitting the "tap to speak" button on one of the screens (swipe left to see). You can also find a mute option by clicking on your own participant window in the bottom left and choosing mute. Some of you will see the word "audio."
  - The **participants** button allows you to see who else is on the call and the **chat button** (bottom left of participants screen) opens a **chat window** so you can send text messages to participants while the meeting is ongoing.
    - You can text everyone (all participants in the meeting) or to a single person. Click on the blue button above the chat text box (labeled 'Send to: everyone') to see the participants if you want the message to go to a single participant. Some of you will see a little arrow next to the list of participants; clicking that will show you the list of participants.
    - Type a message at the bottom of the pane and hit return, ongoing conversation scrolls down from the top.
  - **Screen sharing.** You can share your screen with meeting participants.
    - Click the "screen content" button.
    - Choose the application running on your desktop that you want to share.
    - Click share to begin sharing
    - To stop sharing, use the drop-down menu at the top of the screen and click "stop share"
  - **Raise Hand.** You can raise your hand so that the host and participants know you want to speak or have a question.
    - Click the "... more" button on the bottom right of the screen.
    - click "raise hand"